



“Choosing Wisely” Work Template



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Karen Arnold-Kevin Williams, Managing Partners

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## “Choosing Wisely” Work Template



### Template Overview

The goal of this template is to help you consider what work is critical to your department or business unit's mission. It is a mechanism to think about where to focus limited resources, as well as how work can be done differently while still achieving your mission, which is especially important given current economic and resource challenges.

### Key Questions

What is the mission of your department or business unit?

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Consider an **activity critical to your mission** that you and/or your staff perform and answer the questions below.

Activity	Can you continue to perform this activity in the same way given current resources? If no, why?	How can this activity be accomplished more effectively?
<i>(Example)</i> Produce XYZ report and distribute to senior leadership	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The resource who generates the report is retiring in June	Consider automating report generation  Discuss whether the report is needed biweekly or if monthly will suffice
	<input type="checkbox"/> Yes <input type="checkbox"/> No	



## “Choosing Wisely” Work Template



Consider an **activity NOT critical to your mission** that you and/or your staff perform and answer the questions below.

Activity	What are the impacts of NOT doing this work?	What are some action steps required to stop doing this work?